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Office of Public Instruction
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Application for Approval Non-Accredited Educational Programs

MONTANA STATE APPROVING AGENCY FOR VETERANS EDUCATION

A school desiring to enroll veterans or other eligible persons for veterans benefits will need to make application for approval of such courses to the Montana State Approving agency in accordance with the provisions of Title 38, United States Code. This application is designed for those non-accredited institutions that have been previously approved and are applying for renewal (new catalog/bulletin). **Two (2) certified copies of catalog/bulletin need to be provided with application, in addition to other supporting documents including VA Form 22-8794, VA Form 22-1919 (Proprietary Schools Only), VA Form 27-8206 (Private Schools Only).**

1. Name of Institution

Address

City

State

ZIP Code

2. Contact Person Regarding Approval

3. Telephone Number

Fax Number

E-Mail Address

4. Institutional Corporate State: (Check One)

☐

Public

☐

Private for Profit

☐

Private Nonprofit

5. Approval for the institution will be based on the information submitted below. Submit two (2) current Bulletins and/or Catalogs. Each catalog needs to contain the following statement on the front cover: **"I hereby certify that this catalog is true and correct in content and policy."** and signed and dated by the designated official.

CATALOG/BULLETIN INFORMATION

Catalog

Bulletin

Volume

Number

Pub. Date

School Years Covered

Identify the location for the following required for approval:

Page# Document#

- | | | | |
|-------|---|-------|-------|
| A. | A list of the names of the members of the school's governing body | _____ | _____ |
| B. | A list of the names and titles of the school's administrative officials and faculty | _____ | _____ |
| C. | A school calendar showing legal holidays, beginning and ending dates of each quarter, term, or semester, and other important dates | _____ | _____ |
| D. | School policy and regulations on entrance requirements and enrollment dates for each program | _____ | _____ |
| E. | School policy and regulations on attendance, absences, tardiness, make-up work, leave of absence, and suspension or dismissal for unsatisfactory attendance | _____ | _____ |
| F(1). | An explanation of the institution's grading system | _____ | _____ |
| F(2). | A statement of the minimum grades considered satisfactory | _____ | _____ |
| F(3). | A description of the probationary period. | _____ | _____ |
| F(4). | A policy stating the conditions under which the institution would dismiss a student for unsatisfactory grades or progress | _____ | _____ |
| F(5). | A statement of the conditions under which the institution would permit a student suspended or dismissed for unsatisfactory grades or progress | _____ | _____ |

CATALOG/BULLETIN INFORMATION (CONT.)

	Page#	Document#
F(6). A statement about the progress records kept by the institution and furnished to the student	_____	_____
G. School policy and regulations relating to the conditions for dismissal for unsatisfactory conduct	_____	_____
H. A detailed schedule of charges to the student including fees, tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other charges	_____	_____
I. The school's pro-rata policy relative to the refund of the unused portion of tuition, fees, and other charges in the event the student does not enter the course, withdraws, or is discontinued (Compliance with 38 CFR 21.4255 - Veteran Pro-rata policy - required)	_____	_____
J. A description of the available classroom space, facilities and equipment, instructional material, and instructor personnel	_____	_____
K. A program outline describing subjects or units in each course, type of work (i.e., lecture, laboratory or shop) or skill to be learned, and the approximate time and clock hours to be spent on each subject or unit	_____	_____
L. School policy and regulations relative to granting credit for previous education and training and shortening the program accordingly	_____	_____

DEGREE PROGRAM INFORMATION

1. Please state the minimum number of credit hours considered by the institution as **Full-Time Attendance** for the credits listed below:

Credits _____ ☐ Quarter ☐ Semester ☐ Other _____

2. Please list the degree program majors, emphasis/options areas, concentrations, tracks, teacher certificate and pre-programs requested for approval. Use complete program titles in sequential order from the applicable catalog. Use the following format:

A Degree	B Major	C Emphasis/ Concentration	D Page(s) in Catalog	E Length (Credit/Clock Hours)

DEGREE PROGRAM INFORMATION (CONT.)

3. **Certificate Programs:** Please list below the information for all programs requested for approval. Use complete titles and list all majors in sequential order. Please enclose full-time class schedule.

A

B

C

D

Program

Emphasis/Concentration/Track

Page(s)
in Catalog

Length
(Credit/Clock Hours)

4. Courses offered at **Subsidiary Branches or Extensions** to be approved in accordance with V.A. Regulation 21.4266.

A

B

C

D

Facility

Address
City and State

Telephone
Number

Degree(s)
Course(s)

7. **Deficiency Courses** requested for approval.

A

B

C

Program

Reference
Page

Length
(Credit/Clock Hours)

The following list summarizes the items that must be submitted as part of the application for approval under Title 38, U.S. Code.

- A. Two (2) completed copies of this application form.
- B. Two (2) copies of your current catalog and student handbook, certified as true and correct in content and policy, or other publications/brochures which describe school programs, policies, procedures and rules.
- C. One copy of the completed form entitled "Veterans Administration Statement of Assurance of Compliance with Equal Opportunity Laws" (VA Form 27-8206 attached).—Private Schools only
- D. One copy of a completed form entitled "Designation of Certifying Officials" (VA Form 22-8794 attached).
- E. One copy of a completed form entitled "Conflicting Interests Certification for Proprietary Schools Only" (VA Form 22-1919 attached).—Proprietary Schools only

CERTIFICATION

I, the undersigned, certify that:

- A. I am an officer or official of the institution named in the application, and I make this certification under the authority of the named institution;
- B. The school does not utilize advertising, sales, or enrollment practices of any type which are erroneous, deceptive, or misleading either by actual statement, omission, or intimation;
- C. Notwithstanding any other provision of law, the institution will make available for examination by duly authorized representatives of the government during normal business hours, without prior notice, any records and accounts of the institution pertaining to persons who received education assistance under Title 38, U.S. Code, as well as the records of other students which are necessary to ascertain that the institution is complying with the requirements of Title 38;
- D. I have read and completed this application for approval under Title 38, U.S. Code, including all statements and materials submitted with the application; and
- E. I certify that the answers, statements, and materials submitted as part of the application are, to the best of my knowledge, true and correct in content and policy.

Name of School Official

Position Title

Signature of School Official

Date of Signing